



# County of San Diego

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## **ADDENDUM NO. 1**

### **REQUEST FOR PROPOSAL (RFP) 7376 FOR DEPARTMENT OF PURCHASING & CONTRACTING OFF-SITE DOCUMENT STORAGE SERVICES**

Addendum No. 1 forms a part of the contract documents and changes the original documents only in the manner and to the extent stated.

The Proposal is due by 3:00 p.m. on July 20, 2016.

This addendum consists of six (6) page(s).

#### **RFP CHANGE(S):**

1. SUBMITTAL REQUIREMENT – RESPONSE MATRIX, Item No. 2.3.1.1.4, Recycling

DELETE: Item No. 2.3.1.1.4 in its entirety.

2. EXHIBIT A – STATEMENT OF WORK, Paragraph 2.8.1, First Sentence

DELETE: The word “Recycling” from the first sentence.

3. BASE PRICING SCHEDULE A, Item No. 6

REVISE: Item No. 6 to read as follow:

“Regular Refile – File to Carton”

## **QUESTION(S) AND ANSWER(S):**

*Q1. Section 2.5.4, Submission of Proposal, page 4 – Does the consecutive page number requirement apply to each file individually, or does it require that if there are multiple files (including attachments or exhibits), the numbering must be consecutive across all files? We are hoping the answer is that it applies to each individual file.*

**A1. Each file is fine.**

*Q2. May we attach exhibits that provide important and detailed information about our key services, such as our training program and our web portal application? These are not marketing brochures or the like.*

**A2. Yes**

*Q3. Can we have a sample of the data file that is sent via FTP?*

**A3. This is based on what the incumbent vendor required to interface with their system.**

### **Box Retrieval sample data file:**

```
"H","LA","0","X999","","","1","N","10/14/2004","","","1111 Apple
Street","","","Collegeville","PA","91605","","","Front
Desk","","","","","","","","","","","","","","","
"L","YES","","","280962","","","","","N","","","","","
"F","3","EOF","jdoe@imrm.com"
```

### **Box Pickup sample data file:**

```
"H","LA","0","X999","","","2","N","10/14/2004","","","1111 Apple
Street","","","Collegeville","PA","91605","","","Front
Desk","","","","","","","","","","","","","","","
"L","YES","","","98752126","","","","","N","1","PACK","20","","","","
","F","3","EOF","jdoe@imrm.com"
```

*Q4. Can we have a table map for the data file that is sent via FTP?*

**A4. Sample File Layout:**

H
L
L
F

### **Tables below: Flat File Record Layout**

#### **Order Header Layout:**

	Pick-Up	Reference	PW	Format
Record Text	"H"	"H"	"H"	X
District Id	District Id	District Id	District Id	X(2)
Ext Order Nbr	0	0	0	9999999
Cust Id	Cust Id	Cust Id	Cust Id	X(5)
Dept Id	Dept Id	Dept Id	Dept Id	X(12)
Bill Dept	Bill Dept	Bill Dept	Bill Dept	X(12)

Order Type	2	1	5	X(3)
* Delv Prty	N/H/E/S	N/H/E/S	N/H/E/S	X(1)
* Delv Date	Delv Date	Delv Date	Delv Date	99/99/999 9
Addr Name	Ship Company Name	Ship Company Name	Ship Company Name	X(35)
Addr1	Ship Addr1	Ship Addr1	Ship Addr1	X(35)
Addr2	Ship Addr2	Ship Addr2	Ship Addr2	X(35)
Addr3	Ship Addr3	Ship Addr3	Ship Addr3	X(35)
City	Ship City	Ship City	Ship City	X(20)
State	Ship State	Ship State	Ship State	X(2)
Zip	Ship Zip	Ship Zip	Ship Zip	X(10)
Floor	Ship Floor	Ship Floor	Ship Floor	X(3)
Contact	Ship Name	Ship Contact	Ship Name	X(35)
* Phone Nbr	Ship Phone Nbr	Ship Phone Nbr	Ship Phone Nbr	9(14)
Attn Name	Attn Name	Attn Name	Attn Name	X(35)
Attn Addr1	Attn Addr1	Attn Addr1	Attn Addr1	X(35)
Attn Addr2	Attn Addr2	Attn Addr2	Attn Addr2	X(35)
Attn Addr3	Attn Addr3	Attn Addr3	Attn Addr3	X(35)
Attn City	Attn City	Attn City	Attn City	X(20)
Attn State	Attn State	Attn State	Attn State	X(2)
Attn Zip	Attn Zip	Attn Zip	Attn Zip	X(10)
Attn Floor	Attn Floor	Attn Floor	Attn Floor	X(3)
Attn Contact	Attn Contact	Attn Contact	Attn Contact	X(35)
Attn Phone Nbr	Attn Phone Nbr	Attn Phone Nbr	Attn Phone Nbr	9(14)
Special Instr	Special Instr	Special Instr	Special Instr	X(120)
* PO Nbr	PO Nbr	PO Nbr	PO Nbr	X(17)
*Shipto Code	Shipto Code	Shipto Code	Shipto Code	X(7)
Division	Division	Division	Division	X(12)
Bill to Division	Bill to Division	Bill to Division	Bill to Division	X(12)
Country	Ship Country	Ship Country	Ship Country	X(3)
Country	Attn Country	Attn Country	Attn Country	X(3)

#### Order Line Layout:

	Pick-Up	Reference	PW	Format
Record Text	"L"	"L"	"L"	X
* Item Type	YES/NO	YES/NO	YES/NO	Logical
* SKP Box Nbr	Blank	SKP Box Nbr	SKP Box Nbr	X(11)
* Cust Box Nbr	Blank	Cust Box Nbr	Cust Box Nbr	X(11)
* File Desc 1	Blank	File Desc 1	File Desc 1	X(30)

* File Desc 2	Blank	File Desc 2	File Desc 2	X(30)
* SKP File Id	Blank	SKP File Id	SKP File Id	99999
Req For	Blank	Req For	Req For	X(5)
Line Inst	Blank	Line Inst	Line Inst	X(120)
* Request Type	Blank	N,P,F,R	N,P,F,R	X
* Pickup Type	1,2,3,4	Blank	Blank	X(3)
* P/U Box Type	Box Type	Blank	Blank	X(6)
Qty Boxes	Qty Boxes	Blank	Blank	9(5)
Qty Files	Qty Files	Blank	Blank	9(4)
* Charge Back	Charge Back	Charge Back	Charge Back	X(20)
User Id	Blank	Blank	Blank	X
* File Group	Blank	File Group	File Group	X(10)
* Volume Number	Blank	Volume Nbr	Volume Nbr	9(2)
Unique Barcode	Blank	Unique Barcode	Unique Barcode	X(15)

**Footer Layout:**

	Pick-Up	Reference	PW	Format
Record Text	“F”	“F”	“F”	X
Record Count	Record Count	Record Count	Record Count	99999
End of File	“EOF”	“EOF”	“EOF”	X(3)
*Email Address	Email Address	Email Address	Email Address	X(40)

- Q5. *Can you list the any specific requirements surrounding the FTP transfer (port/bandwidth/#of users)?*
- A5. **There are no specific requirements surrounding FTP. There are approximately 590+ users who submit requests that are handled through FTP.**
- Q6. *Can we have both the parameters used and parameters available within the documentum setup to transfer the data file that is sent via FTP*
- A6. **See Answer A4.**
- Q7. *Is it an option to bridge our systems together through the use of APIs?*
- A7. **The County may consider alternative, effective methods for handling and interfacing data for on-line ordering. Options presented may be discussed with the County’s IT service provider to assess feasibility.**

- Q8. *Who do we coordinate with to accomplish a system bridge via APIs?*  
A8 **All coordination of efforts for any potential modification to the existing process will be conducted with the Records Management Division and the County's IT service provider. As-needed discussions with the vendor will be coordinated through the Records Management Division.**
- Q9. *Paragraph 2.3.1.1.4, Recycling - The pricing template just lists Destruction and not Recycling. If Recycling is needed, can you describe the needs in more detail. This industry used to have the two options, but has defaulted to shredding everything for security reasons.*  
A9. **Recycling will not be a service requirement for this contract.**
- Q10. *(a) Paragraph 2.3.3.7, Does this description mean the "inventory " description (i.e. the contents of the box) or is the description the itemized services on the work order? (b) Additionally can we utilize work orders attached to the invoice to provide the information The County is asking to be included in the billing?*  
A10. **(a) Contents of box not required, box number/barcode is required.  
(b) A sample of a supplemental work order billing can be submitted for the County's review.**
- Q11. *Paragraph 2.4.2.3, a commitment to deliver half day retrieval requests received before 3:00 pm by 5:00 pm on the following business day. Is this supposed to be "received before 3:00 pm by 12:00 noon on the following business day"?*  
A11. **Per SOW, Paragraph 2.14.15, regular delivery = in by 3pm will be received by 5pm next day. Paragraph 2.14.16, half day = in by 3 shall be delivered by noon the next business day. Response matrix is incorrect.**
- Q12. *Questions 2.5.2 and 2.6 seem to be asking for the same information – our capability or capacity to transfer boxes. What is the distinction between the two?*  
A12. **"Capability" refers to the vendor's ability to perform the transfer of boxes from facility to the new vendor at end of contract. "Capacity" refers to the vendor's volume to perform transition.**
- Q13. *Base Pricing Schedule A, Item No. 2 on pricing, Receiving and Entering New Carton has a unit of measure per CUBIC FT. Should this be per CARTON?*  
A13. **No. The County of San Diego will base pricing off of cubic foot.**
- Q14. *Base Pricing Schedule A, Item No. 6 on pricing, should this read "File to Carton" instead of "File from Carton"?*  
A14. **"File to Carton"**
- Q15. *What are the sizes of small planner and large planner cartons?*  
A15. **Small Planner = 4x4x32; Large Planner = 9.25x9.25x44**
- Q15. *DVBE Requirements and Forms. If on the Participation Summary form, we check off that we will self-perform all of the services, do we still need to complete the subcontractor participation plan and Documentation of Good Faith Effort forms? The directions indicate we need to do so in one spot, and say only required if using subcontractors on the Proposal Submission Checklist.*  
A15. **If you check off self-perform, you do not need to submit the forms. This requirement only applies if the Vendor is subcontracting.**
- Q16. *Do you have any additional records inventory that is not currently vended that is part of the RFP? If so, please provide the quantities and locations?*  
A16. **No**

- Q17. *[Base Pricing Schedule A] On the pricing sheet column D, row 5, is the amount of 2,510,038 cubic feet of records in carton storage correct?*
- A17. **Base Pricing Schedule A, Item No. 1, is the figure the County was billed for over a years' time. If you divide by 12 – we have 209,170 cu feet at any given time. The number fluctuates but is currently about 177,000 cartons for the County and 60,000 cartons for the courts.**
- Q18. *[Response Matrix] Regarding Question 2.2, "Confirm Yes/No that your organization can provide cold storage on site." Please define cold storage.*
- A18. **Temperature and humidity controlled pursuant to Paragraph 2.15 of the SOW.**
- Q19. *[Response Matrix] Paragraph 2.3.1.1.4, Recycling; Define what materials need to be recycled.*
- A19. **See RFP Changes above, Paragraphs 1 and 2.**
- Q20. *[Response Matrix] Paragraph 2.3.2.6, File management/indexing by department type(s) from County department's inventory manifest listings. Please explain what is meant here.*
- A20. **Each account number belongs to a County department/program or to Superior Court. Some of those County department/programs and Superior Court are further broken down by department types. We need to be able to tell what belongs to each account not just by account number but also by Account Name (Department/Program) and department type (Division within Department)**

If you have any questions, please contact Carlos Santiago, Procurement Contracting Officer, at (858) 505-6359, or by email at [Carlos.Santiago@sdcountry.ca.gov](mailto:Carlos.Santiago@sdcountry.ca.gov).